

User Productivity Kit

(UPK)



The User Productivity Kit (UPK) is a highly interactive, web-based training tool integrated with PeopleSoft Self-Service functions. UPK portrays a simulated environment that provides step-by-step instructions and allows the user to watch how specific actions are completed in PeopleSoft.

Accessing UPK*

- Open your web-browser and go to:
<http://abttraining.kc.kingcounty.lcl:8080/toc0.html>
- The UPK Player window will open (see graphic below). From the outline pane on the left side of the Player window:
 - To see the entire self-service functionality, follow the navigation path:
Employee Self Service > My Giving > Full Training
 - To only see how to make a new pledge for the coming year, follow the navigation path:
Employee Self Service > My Giving > Pledging Steps Only (Current PS Users)
- After selecting a Topic, the playback modes will activate; however, **only click the See It button**. The other playback modes do not apply to the Charitable Giving Campaign.

***NOTE:** If you have a pop-up blocker, disable it prior to opening the UPK tool.

See It

Watch an animated demonstration of the task performed in a simulated environment. All required activities, such as moving the mouse and selecting menu items, are completed automatically. There is no user interaction.